

Quotation Request //

US Government Publishing Office

Seattle Regional Office
4735 E Marginal Way South
Seattle WA 98134-2397

JACKET:577-716 S

Quotations are Due By:
(Eastern Time)2:00 PM on 07/01/2021

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

Bidders must enter quote price for each jacket. Award will be made based on the lowest total bid for all jackets.

Jacket	Requisition #	BAC	Copies	Title
577-716	1-19810	3720-47	1	BRAC Digitizing
577-717	1-20294	3720-47	1	RE NAV Digitizing

TITLE: BRAC Digitizing

QUANTITY: 1 Digital Deliverable Hard Disk for 577-716 + Digital Deliverable Hard Disk for 577-717 .

Vendor must submit quotes via Quick Quote (<https://contractorconnection.gpo.gov>) or email to infoseattle@gpo.gov. Fax, and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to GPO's Procurement Support Branch at 202-512-0526. Also note the "quotes due by" time will be Eastern Time. 2PM Eastern time equals 11AM Pacific time.

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

TRIM SIZE: See "Description" section.

PAGES: See "Description" section.

SCHEDULE:

Furnished Material will be available for pickup by 07/07/2021

Deliver complete (to arrive at destination) by 09/30/2021

F.O.B. destination

TRACKING SHIPMENT/DELIVERY: Notify the ordering agency on the same day that the product ships/delivers via e-mail sent to Pauline.l.robello@usace.army.mil, Ferdinand.d.rimorin@usace.army.mil, and cc infoseattle@gpo.gov. The subject line of this message shall be "Distribution Notice for Jackets 577-716 & 577-717. The notice must provide all applicable tracking numbers, shipping method and title. Contractor must be able to provide copies of all delivery, mailing and shipping receipts upon agency request.

BILLING: Contractor is expected to submit their invoice package through the GPO gateway within 30 DAYS after the product has delivered. Please visit <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid> for information on how to get paid. Questions on payment status can be directed to invoice-inquiry@gpo.gov. Questions on how to get paid can be directed to infoseattle@gpo.gov.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

- ~ On site scanning at ACE in Seattle (free parking available) M-F, between 7 and 4:30 PM.
- ~ Scanning real estate files into standalone, un-networked but approved ACE-IT (agency supplied) hard drive.
- ~ Medium level of staples and binding must be removed but need not be replaced, however pages must be returned to the prongs in order and to the proper sides.
- ~ File naming convention (Barcode) will be provided in Excel Spreadsheet prior to start.
- ~ All documents in a folder will be scanned to one file; except large maps (they are scanned as a separate document file because they will not be OCR'd), and any items that appear to be bound, like appraisal reports (these will be a separate document file with the file number as the first part of the name & and then a description, (I.E. "A000259478 - TR A, APPRAISAL").
- ~ Automated bulk OCR for text searchable image only with hidden text pdf format.
- ~ Small format items (11x17 and smaller) scanned at 300dpi in color.
- ~ 300dpi color, duplex scanning with automated blank backside removal (caution that holes do not cause retention of blank backsides).
- ~ Automated Orientation correction through OCR is acceptable.
- ~ A small number of the files will have one or two large engineering drawings in the back of the files, most of the large format has been separated into distinct folders for bulk scanning.
- ~ Large format scanning at 300dpi with appropriate color level.
- ~ Estimating approximately 10 Boxes for each Jacket.
- ~ Files contain a mix of letter, legal and an occasional 11x17 page. Onion skin is common, and vendor must have a safe way to scan onion skin or scan on a flatbed. It is estimate that 800 of these onion skin pages are damaged, brittle, or encapsulated and would need to be scanned on a flatbed. The encapsulated pages must be removed for flatbed scanning then returned to the encapsulation.
- ~ Estimating three hours per box to remove binding.

~ May work OT to meet the delivery date of 30 Apr 2021. Will advise at week 4 of the status of the project.
~ Option to scan 24"x36" mylar maps.

The actual number of pages cannot be determined until processed. The contractor is required to maintain an actual count of pages throughout the process. When, and/or, if the specified numbers of each line item in the "Schedule of Prices" is reached; the contractor must STOP work on that item and notify Seattle GPO of the projected number of remaining pages.

An accurate count of actual number of pages processed must be maintained, and will be verified by the ordering agency. Payment for the actual number of pages will be calculated according to the quoted schedule of prices. Approval will be needed from the GPO to proceed to ensure funds are available beyond the approved amount.

Bids should be prepared in conformance with the "Schedule Of Prices" herein.

Fill out the "Schedule Of Prices" on pages 5 & 6 of these specifications, and email to: infoseattle@gpo.gov and wanderson@gpo.gov.

NOTE: At the time of award; the contractor must contact Seattle GPO for a "Questionnaire For National Security Positions" (SF 86); to be filled out, and encrypted due to PII - "Personally Identifiable Information" that will be listed on the form. A SF 86 must be completed by each of the contractor employees that will be participating in this onsite project.

MATERIAL FURNISHED: ALL WORK MUST BE DONE ONSITE: The contractor is to supply all equipment needed in order to complete this task. The Office Space that will be provided for the contractor to produce this product is in an open area in a secured building. Connections to internal networks, including internet connections will not be available. Basic telecommunication, and electric connections will be provided. All requirements shall be performed in a manner that meets standard government ethics, security, and office policies, and shall not disrupt day-to-day operations of COE offices. The work is to be completed on location at:

U.S. Army Corps of Engineers
Seattle District
Building 1202
4735 E Marginal Way So.
Seattle, WA 98134

Some of the documents are boxed, and some are in filing cabinets. The documents will need to be both removed, and placed back into the folders carefully by the contractor. Folders and pages within will need to be kept in order. Folders MUST be returned to the agency in the same condition as when starting. Proper control, and handling must be maintained at all times to prevent and information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, and etc., must be destroyed on site.

NOTE: Interested contractors may conduct an "On Site" inspection (at contractor's expense) of the hard copy documents to be scanned. Vendors must contact Ferdinand Rimorin(206) 316-4437 to schedule the "On Site" inspection.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
N/A

COLOR OF INK:

N/A

PRINT PAGE: See Above

MARGINS:

PROOFS:

Contractor to provide the agency with test scans of a representation of the various original documents (from the smallest size to the largest), and burn to CD for the agency's review and approval prior to performing the scans of the complete project. The scanned test files must contain the required file naming convention.

Deliver test CD to: Ferdinand Rimorin at the agency address listed below. Clearly mark the package as "TEST SCANS ~ DO NOT DELAY Jacket: 577-716 & 577-717, Requisition Number 1-19810 & 1-20294, and Job Title".

BINDING:

See "Description" section.

PACKING:

Use GPO Form 905 to mark all shipping containers. A fillable GPO Form 905 is available at: "<https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards>", Under Print Procurement, second form listed.

DISTRIBUTION:

Deliver Hard Drives for each Jacket to:
U.S. Army Corps Of Engineers
Seattle District
Mail Room
Bldg 1202, Room 612
4735 E. Marginal Way So.
Seattle WA 98134-2385
Attn: Ferdinand Rimorin (206) 316-4437

*Inside Delivery is Required. No Deliveries accepted After 2:45 PM.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

P-7. Type Quality and Uniformity

SPECIFIED STANDARD

Camera Copy

See Page 5 & 6 for pricing.

SCHEDULE OF PRICES: Jackets: 577-716 & 577-717.

DETERMINATION OF AWARD: The Government will determine the lowest offer by applying the prices listed in the "Schedule of Prices" to the following units of production which are estimated requirements to produce OCR scans as ordered under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be order. The bidder must make an entry in each of the spaces provided.

COMPLETE PRODUCT: Price quoted shall include the cost of all materials, equipment, and operations necessary for the complete production and delivery of the products listed in accordance with these specifications:

577-716:

- | | |
|---|------------------------|
| 1. Document Preparation: | \$_____ per Hour |
| . | |
| 2. Return documents to proper folder in original order: | \$_____ per Hour |
| . | |
| 3. 300dpi Duplex Grayscale Scanning on Site: | \$_____ per Image |
| . | |
| 4. Large Format Scanning (300dpi): | \$_____ per Image |
| . | |
| 5. 11 x 17 Scanning: | \$_____ per Image |
| . | |
| 6. Flatbed Scanning: | \$_____ per Image |
| . | |
| 7. OCR for Text Search: | \$_____ per Image |
| . | |
| 8. Indexing Single Key: | \$_____ per Key Stroke |

The following item designations correspond to those listed above.

Jacket 577-716:

1. 20 Hours.
2. 10 Hours.
3. 20,000 Images.
4. 250 Images.
5. 150 Images.
6. 75 Images.
7. 20,000 Images.
8. 6,500 Keystrokes.

Total Cost: \$_____

Jacket 577-717:

1. Document Preparation: \$_____ per Hour
- .
2. Return documents to proper folder in original order: \$_____ per Hour
- .
3. 300dpi Duplex Grayscale Scanning on Site: \$_____ per Image
- .
4. Large Format Scanning (300dpi): \$_____ per Image
- .
5. 11 x 17 Scanning: \$_____ per Image
- .
6. Flatbed Scanning: \$_____ per Image
- .
7. OCR for Text Search: \$_____ per Image
- .
8. Indexing Single Key: \$_____ per Key Stroke

The following item designations correspond to those listed above in the "Schedule of Prices".

1. 20 Hours.
2. 10 Hours.
3. 20,000 Images.
4. 250 Images.
5. 150 Images.
6. 75 Images.
7. 20,000 Images.
8. 6,500 Keystrokes.

Total Cost: \$_____

Company Name: _____ Discount (if offered) _____

Contractor's Code: _____

Bidder's Name: _____

Telephone No: _____

Attachment(s): NONE